

PERSONNEL SUPPORT DIVISION PURPOSE

- To inform TRADOC QAO, Proponent School Title XI's, Centers and TASS BN Title XI soldiers of administrative procedures as a result of the transformation from the TASS Integration Elements to the TRADOC Quality Assurance Program.



PERSONNEL SUPPORT DIVISION

- **LTC CARTER** **CHIEF, PERS SPT DIV**
- **SFC JAMAR** **ADMIN NCO IC**
- **SSG(P) MOORE** **SR PERS SVC**
SGT
- **MR. BUNCH** **OPS SPECIALIST**
- **SSG JACKSON** **PERS SVC SGT—**
OCT 02
- **75H30 (VACANT)** **PERS SVC SGT—FEB**
03
- **75H30 (VACANT)** **PERS SVC SGT—FEB**
03



TRANSFER OF PERSONNEL

On 1 Sep 02 TASS Bn TXI personnel were reassigned to HQ TRADOC, Fort Monroe, VA, with duty at their current location. All PS (PS) and Center TXIs are assigned to Ft Monroe and attached to duty unit.



RECORDS UPDATE

All records will be updated during the National Title XI Conference 18-19 September 02.



USAR/ARNG

TIE AGRs will revert to control of their respective component beginning 1 Jan 03.



AWARDS

- Supervisors please ensure that awards are submitted in accordance with the MOI.
- You must have version 2.23 of Form Flow in order to package forms and send as attachments.
- All DA Form 638's must be submitted in hard copy and by email. Narrative and proposed citation attached as applicable.
- All TASS Bn TXI awards will be processed at TASSD. PS TXIs will forward MSM and higher to TASSD.
- MSM's and LOM's are to be submitted 75 days prior to presentation date. DSM's are to be submitted 120 days prior to presentation date. All late awards must have a letter of lateness stating specific reason.



EVALUATION REPORTS

- **This is a model for success.** All draft evaluation reports must be submitted NLT 15 days before the end date of the report to the PSD via e-mail for processing.
- A copy of the completed DA Form 67-9-1 or DA Form 2166-8-1 will be included as part of the submitted report.
- Evaluations are due to the MILPO no later than 30 days after the ending month of the report.
- PS Senior TXI will establish and manage the rating scheme and will submit a 30,60,90 day suspense report NLT the 10th of each month.
- Bottom line is, the ratee should take a vested interest in ensuring his/her evaluation is done timely and properly.

IN/OUT PROCESSING

- **ALL** TXI personnel will report directly to their duty unit and contact the PSD upon arrival. Soldiers will mail their 201 file and fax a copy of their orders and leave form.
- Soldiers will have 10 days permissive TDY to settle his/her family
- Newly arrived TXIs will travel on TDY orders to Ft Monroe for 2-day in-processing
- PS and Center TXIs will return to Ft Monroe at a later date for 3-day Orientation
- PS TXIs will conduct orientation with TASS Bn TXIs as soon as possible—this is critical to preparing the soldier for work at the TASS Bn.



IN/OUT PROCESSING

- ALL PCSing TASS Bn TXIs will travel to Ft Monroe to out-process
- PS and Center TXI will out-process from attached unit
 - MPRJ will be shipped prior to out-processing date
 - Soldiers will call on last day before leave starts to sign out of Ft Monroe
- All retiring personnel will send retirement request to PSD. Memo or 4187 will state soldier's choice of Transition Point based on his/her location and coordination will be made between Ft Monroe MILPO and Transition Point accordingly.
- Leave form must accompany retirement requests

SPONSORSHIP

PSD will notify PS of in-bound soldiers . PS Senior TXI will then assign a sponsor. The PSD will send welcome letters to all incoming soldiers with sponsor information, to ensure a positive reception of the soldiers and their family members.

LEAVES/PASSES

- TASS Bn TXI soldiers desiring to go on ordinary leave will complete their own DA Form 31 and route through their supervisor for recommendation and finally to the PSD for processing and approval.
- **This is a model for success.** TASS Bn TXI soldiers will Fax DA 31s within 20 days of desired start date to PSD and PS Senior TXI. Write your fax # at the bottom margin of leave form.



LEAVES/PASSES

- All TXIs authorized permissive TDY in conjunction with PCS and retirement leave must be approved by the Post Cdr, HQ TRADOC. This also applies to ordinary leave in excess of 30 days.
- OCONUS ordinary leave requests must have a copy of anti-terrorism certificate (on AKO) and be turned in at least 60 days before desired start date. DA Form 31 must be signed by the Garrison CDR and takes longer to process. PSD will notify soldiers requiring a security briefing.

LEAVES/PASSES

- PS and Center TXIs will follow the leave and pass policy established by the commander of their host installation. PCS and retirement leaves MUST be processed by the PSD, TASSD.
- TASS Bn TXI requests for emergency leave will be processed within six hours. Soldiers requesting emergency leave after duty hours will contact the PS Senior TXI who will in-turn contact the Military Police (MP) Desk and Center Senior TXI. MP Desk CM (757)788-2238/9 DSN 680-2238/9.

OFFICER/ENLISTED REQUISITIONS

- The PSD will closely monitor the requisition process.
- Replacements will be requested from DA at least 13 months prior to soldier's PCS date. May be earlier, based on officer requisition cycle dictated by DA.
- Once the requisition is validated, your branch will place you on assignment.

EXTENSION & STABILIZATION

- Requests for extensions/stabilizations must be done at least 14 months prior to incumbent's PCS date. Send supporting documents when appropriate
- High School Senior Program: Send letter from the school along with 4187. This must be done ASAP. Do not wait until you come down on assignment.
- Once the requisition is validated, your branch will place you on assignment.

PROMOTION UPDATE

- Your OMPF can be viewed online through erec.army.mil. You must have an AKO account to view record.
- TASS Bn soldiers will travel to a designated location to update records for the board.
- Proponent and Center TXI will review records at attached installations. FT Monroe MILPO will mail ERB & DA Form 2-1 to supporting PSB to update.

FINANCE

- **ALL** TXI soldiers will obtain an PIN from EMSS by 1 Oct 02. You will use this service to view and print your LES & Travel Vouchers. Thrift Savings Plan account can be updated here also.
- You sign up or renew your PIN at <https://emss.dfas.mil>. Follow the procedures and you will receive a new PIN in 2 days. You will need to fax your Name, SSN, phone#, signature and a copy of ID card to 216-522-5800.

FINANCE

- TASS Bn TXIs will send all finance requests to the PSD, TASSD for processing.
- PS and Center TXIs will receive finance support at attached installations. Any pay issues which cannot be resolved locally will be brought to the PSD's attention.

FINANCE

- Allotments: Original forms must be mailed with proper supporting documents to include Direct Deposit form if applicable to PSD. Allotments must be received by the 10th of the month in order for allotments to be effective on the first of the next month.

Email questions on general issues to:

SFC Reyes:

ATTG-X joel.reyes@eustis.army.mil

UNIFORM CODE of MILITARY JUSTICE (UCMJ)

- Tass Bn TXIs will be attached to the Reserve Component (RC) Brigade for Article 15 and exercise of Special and Summary Courts-Martial jurisdiction; the general administration of military justice, to include non-judicial punishment; and adverse administrative actions requiring action by an officer exercising Summary or Special Court-Martial convening authority.
- TASS Bn TXI will be attached to the US Army Combined Center, Fort Leavenworth, Kansas, for the purposes of General Court-Martial jurisdiction, including general or adverse administrative actions requiring action by an officer exercising General Court-Martial convening authority.

UNIFORM CODE of MILITARY JUSTICE (UCMJ)

- Proponent School and Center TXIs
- Unit of attachment has UCMJ authority



QUESTIONS AND ANSWERS

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